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ABSTRACT

This comprehensive literature guide abstracts current publications pertaining to a wide range of counseling topics. Many articles are free or inexpensive and the addresses for obtaining copies are included. Included are sections on occupational information; educational, vocational and personal guidance; guidance administration and procedures; student aids; aids for the teacher; adult education and the aging; and handicapped rehabilitation counseling. Also included is a section of recent books on a variety of counseling topics. All entries are annotated. (Author/EP)

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COUNSELOR'S INFORMATION SERVICE

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OCCUPATIONAL INFORMATION

Career Information Bulletin. American Association of Physical Anthropologists, 1703 New Hampshire Ave., N.W., Washington, DC 20009. 1977. Un-numbered. Free. This pamphlet discusses the field of Physical Anthropology. Information is provided on training and career opportunities in teaching, research, private industry, and government. Sources of further information are included.

Careers in the Floral Industry. Society of American Florists, 901 N. Washington St., Alexandria, VA 22314. 1977. Un-numbered. Free. Career opportunities for florists in growing, retailing, wholesale business, teaching, and research are discussed. Information is provided on educational requirements.

Careers in Mycology. Mycological Society of America. Available from: Melvin S. Fuller, Department of Botany, University of Georgia, Athens, GA 30602. 1977. Un-numbered. Free. This pamphlet presents an overview of the field of mycology. Educational and training requirements, as well as employment opportunities for mycologists are discussed. A list of books offering additional information on mycology is included.

Career in Orthoptics, A. American Orthoptic Council, 555 University Ave., Toronto, Ontario M5G 1X8. 1977. Un-numbered. Free. Orthoptics, the clinical science of ocular motility and related disorders of the eyes, is described in detail. Information is provided on qualifications, training, and salaries for this career field. A listing of schools providing preceptorships in Orthoptics is included.

Careers in Radio. National Association of Broadcasters, 1771 N St., N.W., Washington, DC 20036. 1976. 19 pp. Free (single copy). Job opportunities and educational requirements in the radio industry are discussed. Positions in programming, engineering, sales, and general administration are reviewed.

Careers In Trademark Law. The United States Trademark Association, 6 E. 45th St., New York, NY 10017. 1977. 16 pp. The nature of trademark law, career opportunities for trademark attorneys, and educational requirements are discussed. A description of opportunities for non-lawyers is included.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

Careers in the Exciting Field of International Agriculture with the Foreign Agricultural Service. Foreign Agricultural Service, U.S. Department of Agriculture, Washington, DC 20250. 1976. 10 pp. Free. This pamphlet discusses career opportunities in international agriculture. Such positions as agricultural economist, public administrator, international secretary, and agricultural marketing specialist are detailed. Educational requirements and sources of additional information are included.

Careers in the Hospitality Industry. American Hotel & Motel Association, 1407 S. Harrison, East Lansing, MI 48823. 1976. Un-numbered. Free (single copy). This booklet discusses major job classifications in the lodging industry. Various departments of a lodging establishment are described and the job sequences in each department are detailed. Information on educational requirements and salaries is included.

Careers in Watch Repairing. American Watchmakers Institute, P.O. Box 11011, Cincinnati, OH 45211. 1976. Un-numbered. Free. Career opportunities in the repair of watches, clocks, and other time measurement devices are described. Information is provided on qualifications, training programs, working conditions, and salaries.

Careers in Water and Wastewater Operations. New Jersey Department of Environmental Protection, Bureau of Manpower Planning and Staff Development, P.O. Box 1390, Trenton, NJ 08625. 1977. 36 pp. Free. This booklet provides career guidance information about the water and wastewater treatment industry. Details are provided on basic requirements, working conditions, wages, hours, benefits, and outlook. A discussion of licensing procedures and educational opportunities is included.

Employment Outlook in Driving Occupations. U.S. Department of Labor, Bureau of Labor Statistics, 441 G St., N.W., Washington, DC 20212. 1977. Unnumbered. Free. The nature of work, places of employment, training, qualifications, salaries, and advancement potential of local and long-distance truck-drivers are described. Sources of additional information are included.

Facts on Computer Careers. Council of Better Business Bureaus Inc., 1150 17th St., N.W., Washington, DC 20036. 1977. 16 pp. Free. The computer field and job opportunities available are discussed. Details are provided on educational requirements, work settings and salaries. Sources of further information are included.

Helping Hands: Horizons Unlimited in Medicine. American Medical Association, 535 N. Dearborn St., Chicago, IL 60610. 1976. 68 pp. 15 cents. This is a factbook describing educational requirements and career opportunities in medicine. Information is provided on opportunities for women and minorities, cost of medical school, program of study at medical school, and financial aids available for medical students.

Human Side of Railroading, The. Association of American Railroads, Office of Information and Public Affairs, 1920 L St., N.W., Washington, DC 20036. 1976. 16 pp. Free. This pamphlet discusses the importance of railroads in the transportation system of America. Information is provided on career opportunities, salaries, benefits, and qualifications in this field. A listing of employment offices of Class I railroads is included.

Industrial Engineering: The Humanized Profession. The American Institute of Industrial Engineers, Inc., 25 Technology Park, Atlanta, Norcross, GA 30092. 1976. 14 pp. Free. This pamphlet describes work done by industrial engineers, employment opportunities, salaries, and advancement potential. Special areas such as management, plant design, and systems engineering are discussed.

Let Us Fit Into Your Future. College Recruitment Coordinator, Internal Revenue Service, Washington, DC 20224. 1977. 15 pp. Free. The history, organization, and functions of the Internal Revenue Service are described. Information is provided on career opportunities, training, salaries, promotions, and benefits.

Navy Career Guide: 1977-78. Navy Opportunity Information Center, 10 Pelham Parkway, Pelham Manor, New York, NY 10803. 1977. 109 pp. Free. This guidebook discusses the wide range of career and employment opportunities offered by the Navy. Over sixty different job fields are described in detail. Included is information on enlistment requirements, training and education, earnings and benefits, and advancement.

Occupational Outlook for Truck and Bus Mechanics. U.S. Department of Labor, Bureau of Labor Statistics, 441 G St., N.W., Washington, DC 20212. 1977. Un-numbered. Free. Information is provided on the nature of work done by truck and bus mechanics, places where they are employed, training requirements, salaries, and employment outlook. Sources of additional information are provided.

Physician's Assistant: Q and A. American Medical Association, Department of Allied Health Evaluation, 535 N. Dearborn St., Chicago, IL 60610. 1977. Un-numbered. Free. The role of the physician's assistant, specialties in the field, salaries, educational requirements, and certification are discussed. Sources of further information are included.

Questions and Answers on A Career in the Field of Cytotechnology. American Society of Cytology, Health Sciences Center, 130 S. 9th St., Philadelphia, PA 19107. 1977. Un-numbered. Free (single copy). Duties of a cytotechnologist, personal qualifications, educational requirements, and salary range are discussed. Sources of additional information are included.

Rehabilitation Counselor, The. National Rehabilitation Counseling Association, 1522 K St., N.W., Washington, DC 20005. 1977. 28 pp. Free (single copy). The role of the rehabilitation counselor, work settings, educational requirements, and personal qualifications are discussed. A list of sources of further information is included.

So You Want to Be a Forester? American Forestry Association, 1319 18th St., N.W., Washington, DC 20036. 1977. Un-numbered. Free (single copy). Qualifications, duties, and employment opportunities in forestry are discussed. Information is given on related conservation fields. A list of institutions offering professional education in forestry is included.

Speech-Language Pathologist, The. The American Speech and Hearing Association, 9030 Old Georgetown Rd., Washington, DC 20014. 1977. Unnumbered. Free. This leaflet describes a profession which is oriented toward the study, prevention, and management of communication disorders. Information is provided on the speech-language pathologist who works in the school setting. Sources of additional information are included.

Your Career in Art and Design. Carolyn Hawes, Judith Nylen, and Margaret Johnson. Arco Publishing Company, Inc., 219 Park Ave. S., New York, NY 10003. 1977. 159 pp. $2.95. This book discusses advantages and pitfalls of becoming a commercial or fine artist. Career opportunities in the field which are examined include: architecture, environmental design, industrial design, crafts, apparel design, textile design, graphic design, advertising design, illustration, theater arts, fine arts, film, video, photography, art education, and art therapy. Educational requirements and step-by-step procedure for establishing a career in each category are detailed.

Your Career in Ecology. Ecological Society of America, Department of Biology, Rutgers University, Camden, NJ 08102. 1976. Un-numbered. Free (single copy). This pamphlet discusses opportunities in ecology. Careers in research, teaching, consulting, and administration are discussed. Sources of further information are included.

Your Profession in Israel: Social Workers. Israel Aliyah Center, Inc. Available from: Wendy Karchmer, B'nai B'rith Aliyah Information Office, 1640 Rhode Island Ave., N.W., Washington, DC 20036. 1976. 16 pp. Free. Information is provided on career opportunities in Israel for social workers and for students completing their education in this field. An over-all picture of the social work field in Israel is given including the people engaged in this profession, possibilities for advancement, and expected job prospects in the near future. Included is a short bibliography of material in English on social welfare in Israel.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

About Your Child's Emotional Health. Channing L. Bete Company, Inc., 45 Federal St., Greenfield, MA 01301. 1977. 15 pp. 50 cents. This pamphlet explains to parents the causes of emotional disturbances in children. Factors contributing to good emotional health are described. Suggestions on how to obtain professional help are included.

Alcoholic in the Family? Channing L. Bete Company, Inc., 45 Federal St., Greenfield, MA 01301. 1977. 15 pp. 50 cents. This pamphlet points out alcoholism's warning signs and explains why they are often overlooked. It describes characteristic alcoholic behavior and the emotional impact this has on the family. Techniques for dealing with the alcoholic family member are included.

American Association of Nurse Anesthetists Council on Accreditation List of Recognized Educational Programs for Nurse Anesthetists. American Association of Nurse Anesthetists, Council on Accreditation, 111 E. Wacker Dr., Chicago, IL 60601. 1977. Un-numbered. Free. This list of recognized nurse anesthesia schools throughout the United States includes information on the length of the course offered, starting dates of programs, cash stipends, and room and board. The list is divided into schools that offer BS degree programs, MS degree programs, and those that accept applicants only from the U.S. Air Force, Army, Navy, or Public Health Service. New Schools that have been granted provisional approval are included.

Aside from Teaching English, What in the World Can You Do? (Revised). University of Washington Press, Seattle, WA 98105. 1977. 309 pp. $5.95. This book is intended for college graduates with degrees in the humanities, particularly in English, who are searching for an alternative to teaching. Among the possibilities discussed are free-lance and team editing, campus nonacademic jobs, nontraditional kinds of teaching, jobs in the media, book publishing, and writing and researching for business and government. A description is given of the opportunities within these areas and the back grounds best suited to them.

Assert Yourself! How to be Your Own Person. Merna Dee Galassi and John P. Galassi. Human Sciences Press, 72 5th Ave., New York, NY 10011. 1977. 237 pp. $7.95. This book presents a systematic and easy to understand method for increasing self-expression. Through a variety of discussions and exercises, it helps the individual express personal opinions, feelings, and attitudes in a more effective and socially appropriate manner. It is also designed to serve as a manual to help mental health professionals and educators develop individual and group assertion training programs.

Behavior Analysis Forms for Clinical Intervention. Joseph R. Cautela. Research Press Company, 2612 N. Mattis Ave., Champaign, IL 61820. 1977. 223 pp. $16.95. This manual of forms and questionnaires is designed to help the behavior therapist in the treatment of maladaptive behaviors. Forms which are provided include: general forms which provide background information, process forms which focus on the treatment plan and its outcome, technique forms which provide implementation of the therapeutic strategies, and a variety of questionnaires and forms which provide specific information on target behaviors to aid in the behavioral analysis of these behaviors. This material was developed by a practicing therapist as a result of his many years experience in behavior therapy with clients.

Bereaved Parent, The. Harriet Sarnoff Schiff. Crown Publishers, Inc., 1 Park Ave., New York, NY 10016. 1977. $7.95. 146 pp. This book is designed to help guide bereaved parents through the grieving process. The day-to-day decisions that must be faced by bereaved parents are detailed: facing the funeral, considering a memorial, accepting changes in family life, protecting surviving children, rebuilding the marriage, and coping with delayed reactions. The author offers the benefit not only of her own experience, but that of other parents and psychiatric and religious counselors.

Career Emphasis Series: A Self-Study Approach to Life/Career Planning. Stephen E. Forrer, et al. Olympus Publishing Company, 1670 E. 13th South, Salt Lake City, UT 84105. 1977. 6 workbooks. $14.95. This series consists of workbooks designed to guide the individual through a comprehensive process of life and career planning. Subjects covered include: Self-analysis, the world of work, training and educational programs, and job hunting. The units are designed so that any number of workbooks may be used in any order.

College Handbook, The. (Sixteenth Edition). College Entrance Examination Board, 888 7th Ave., New York, NY 10019. 1977. 1,085 pp. $8.95. This book is designed to provide high school students with basic information they need to know about colleges before applying for admission. It contains detailed descriptions of over 2,000 colleges with such information as: enrollment, location, major fields of study, freshman

and transfer admission requirements, expenses, financial aid, and student activities. Each entry includes the office and address to use in corresponding with the college for further information.

College to Career. John Singleton. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1977. 268 pp. $5.95. The author, placement director at Michigan State University for twelve years, recommends techniques for planning a career and finding a job. Information is provided on work and society, self-discovery, the job market, principles of résumé writing, job-hunting, interviewing, accepting a job, and career advancement. Emphasis is placed on using job-hunting techniques that are suitable to the individual's unique background.

Directory of Special Libraries and Information Centers in the U.S. and Canada. (Fourth Edition). Margaret L. Young, Harold C. Young, and Anthony T. Kruzas (Eds.). Vol. I., Directory of Special Libraries and Information Centers, Gale Research Company, Book Tower, Detroit, MI 48226. 1977. 1,187 pp. $74.00. This directory contains information on the holdings, services, and personnel of nearly 14,000 U.S. and Canadian libraries. Each entry provides information on the following: official name of library, name of sponsoring institution or organization, name and title of person in charge, names and titles of other professional personnel, description of the subjects with which the library is concerned and services provided. Included are over 5,000 cross references and information entries covering mergers, name changes, and defunct libraries.

Eccentric Guide to the United States, An. James Dale Davidson. Berkley Publishing Corporation, 200 Madison Ave., New York, NY 10016. 1977. 500 pp. $4.95. This book is designed to help locate what is "eccentric" in the lives and work and natural settings of Americans. It describes hundreds of off-the-beaten-track adventures that cannot be found in an ordinary guide book. Entries are listed by state.

Everywoman's Guide to Time Management. Donna Goldfein, Les Femmes, 231 Adrian Rd., Millbrae, CA 94030. 1977. 125 pp. $3.95. This book provides a step-by-step program for the woman who is bogged down by a disorganized routine and wants to take control of her life. The program is designed to move the individual closer to a personal system of planning and organization. Included is a listing of additional resources for women.

Federal Forecast for Engineers, 1977. U.S. Civil Service Commission, 1900 E St., N.W., Washington, DC 20415. 1977. 6 pp. Free. This pamphlet lists Federal Government vacancies throughout the United States for professional engineers. Information is provided on the engineering specialties most and least in demand and on locations which have reported extremely good opportunities for certain types of engineers. A few nonengineering categories for which applications are encouraged are also listed.

Flying Start, A. U.S. Department of Transportation, Federal Aviation Administration. Available from: Consumer Information Center, Dept. 681 E, Pueblo, CO 81009. 1977. Un-numbered. Free. This pamphlet describes the step-by-step process involved in obtaining a private pilot's certificate. General requirements, medical requirements, and pilot education are discussed. Information on pilot rating is included.

For Better, For Worse: A Feminist Handbook on Marriage and Other Options. Jennifer Baker Fleming and Carolyn Kott Washburne. Charles Scribner's Sons, 597 5th Ave., New York, NY 10017. 1977. 406 pp. $14.95 (cloth); $7.95 (paper). This book explores the emotional, economic, and legal realities of married life. The authors provide a step-by-step plan for helping women achieve independence within a strong relationship. Suggestions are given to men on how to adapt to the changes in today's marriages.

Freeing Sex Roles for New Careers. Nancy K. Schlossberg and Janice M. Birk (Eds.). Office of Women in Higher Education, American Council on Education, One Dupont Cir., Washington, DC 20036. 1977. 142 pp. $4.50. This report consists of material from a workshop for counselors held at the University of Maryland. The purpose of the workshop was to make counselors aware of the effects of sex stereotyping and to help them to develop techniques to combat these effects. A description is given of specific steps which can be taken by both sexes to free themselves from sex-role stereotypes.

Fundamental Philosophy of the Counseling Profession. S. Norman Feingold. Counselor's Information Service, Special Supplement, Vol. 32, No. 2. B'nai B'rith Career and Counseling Services. Address on

masthead. 1977. 15 pp. $1.00. This invitational speech presents numerous tenets which are basic to the counseling profession. The importance and uniqueness of each person, the belief that each person should be permitted freedom of choice, the need for research and accountability as integral parts of the counseling profession, and the need for counselors to pursue continuing education are discussed. A selected bibliography is included.

Future, The: A Guide to Information Sources. Edward S. Cornish (Ed.). World Future Society, 4916 St. Elmo Ave., Washington, DC 20014. 1977. 603 pp. $17.50. This directory lists over 2,000 sources of information useful in the field of futuristics, or "the study of the future." Included are individuals, organizations, research projects, books and reports, periodicals, films, educational courses, and games and simulations. A glossary of terms frequently found in writing about the future is provided.

Guide to Summer Camps and Summer Schools, The. (Twentieth Edition.) Jennie B. Fonzo, et al. Porter Sargent Publishers, Inc., 11 Beacon St., Boston, MA 02108. 1977. 448 pp. $10.00 (cloth); $7.00 (paper). This book provides information on over 1000 summer camps and programs throughout the United States and Canada, as well as travel and study programs in other countries. Programs are classified according to area of emphasis including educational, travel, farming, bicycling, gymnastics, mountain climbing, and water sports. Included are summer opportunities for children with special needs, such as the physically handicapped and emotionally disturbed.

How to Live With—and Without—Anger. Albert Ellis. Reader's Digest Press. Distributed by: Thomas Y. Crowell Company, 666 5th Ave., New York, NY 10019. 1977. 288 pp. $7.95. This book presents a step-by-step technique for exploring and understanding the roots and nature of anger. The author describes Rational Emotive Therapy which provides a wide variety of psychological and action oriented exercises designed to help the individual cope with anger. A comprehensive critical analysis of various approaches to anger is included.

How You Can Learn to Live with Computers. Harry Kleinberg. J. P. Lippincott Company, E. Washington Sq., Philadelphia, PA 19105. 1977. 216 pp. $8.95. This book attempts to dispel many myths and fears that surround computers and explains the principles on which they operate. It is written in clear, jargon-free language for the layman. The author presents both comic and serious sides of the machine and discusses how it may revolutionize society.

How Was School Today, Dear? Sara Ann Friedman. Reader's Digest Press. Distributed by: Thomas Y. Crowell Company, 10 E. 53rd St., New York, NY 10022. 1977. 159 pp. $7.95. This book shows how home, school, and community can become allies in the process of educating the whole child. The author encourages parents to share the responsibility of educating their children by making the routines of after-school life the basis for broadening horizons. Suggestions are made on how to develop learning skills from dinner conversations, games, shopping expeditions, and family vacations.

Job and Career Trends in the Late '70's. Earl T. Klein. Counselor's Information Service, Special Supplement 3, Vol. 32, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 4 pp. $1.00. This article outlines and explains recent changes in the labor force. Occupational trends are presented. The importance of the vocational counselor in interpreting and easing adjustment to these changes is emphasized.

Letter-Perfect: The Accurate Secretary. Arco Publishing Company, Inc., 219 Park Ave. S., New York, NY 10003. 1977. 330 pp. $6.00. This book is designed to teach a systematic approach to making letters accurate, as well as attractively typed. It provides a review of correct styles used in typing business letters. A spelling list of words most frequently misspelled in business letters and cities in the United States that are difficult to spell is included.

Marriage Maintenance Manual, The. Clara G. Livsey. The Dial Press, 1 Dag Hammarskjold Plaza, New York, NY 10017. 1977. 268 pp. $8.95. This book offers useful suggestions for coping with problems of marriage such as sex, having children, relatives, boredom, and stress. Emphasis is placed on an "easy does it" approach which minimizes excess discussion of problems and focuses on action and the enjoyment of life. Guidelines are provided for assessing potential marriage partners.

New Career Options: A Woman's Guide. Helen S. Farmer and Thomas E. Backer. Human Sciences Press, 75 5th Ave., New York, NY 10011. 1977. 60 pp. $2.95. This booklet discusses what work is like for women in the 1970's, what the problems are, and how to overcome them. Topics discussed include: new opportunities for American women at work, opportunities for women in management and the professions, anti-discrimination laws, and combining marriage, family, and career. Included is a list of available publications offering additional information.

On Further Examination: Report of the Advisory Panel on the Scholastic Aptitude Test Score Decline. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1977. 75 pp. $4.00. This report is the culmination of a two-year investigation into the recent decline of SAT scores. Causes for the decline which are discussed include: changing composition of the college-bound population, proliferation of elective courses, diminished seriousness of purpose in the learning process, increased viewing of television, changing structure of the family, social turbulence of the sixties and seventies, and diminution of learning motivation. Included is an annotated list of relevant studies and papers.

On the Job. William O'Rourke (Ed.). Random House, Inc., 201 E. 50th St., New York, NY 10022. 356 pp. 1977. $3.95. In this collection of fiction, some of America's foremost contemporary authors write about what it's like to be "on the job." The selections are designed to represent every type of job ranging from labor through the professions. All stories included have been written within the past twelve years.

One Child by Choice. Sharryl Hawke and David Knox. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1977. 233 pp. $8.95 (cloth); $3.95 (paper). This book offers parents an evaluation of the benefits and drawbacks of having only one child. The authors examine unique problems of raising the single child from infancy through adolescence. Topics discussed include: coping with the child who becomes too dependent on parents, dealing with the parent's own desire to overprotect their child, and handling the insecurity a child may experience as parents separate or remarry.

Out of the Service and Looking for a Job? U.S. Department of Labor, Employment and Training Administration. Available from: Consumer Information Center, Dept. 677 E., Pueblo, CO 81009. 1977. 8 pp. Free. This pamphlet tells veterans about their rights, their benefits, and where they can go for assistance. Services offered by the Federal-State employment service system, U.S. Veterans Assistance Centers, U.S. Civil Service Commission, and the Office of Veteran's Reemployment Rights are described. Sources of additional literature and information are included.

Perspective of Counseling in the United States: Past, Present and Future. S. Norman Feingold. Counselor's Information Service, Special Supplement 1, Vol. 32, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1977. 16 pp. $1.50. This invitational speech presents the history of guidance and counseling from its beginnings in the 1890's to 1976. Present needs such as establishing standards for counselors and maintaining counselor competencies are discussed. Future goals include training counselors to become agents of change.

Preparation for Work of the Future. S. Norman Feingold. Counselor's Information Service, Special Supplement, Vol. 31, No. 3. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 8 pp. $1.00. Overview is provided of possible directions to be taken in order to open equal opportunity to all who wish to work. Types of work and services projected for the year 2000 are outlined. Planning for and education of the handicapped to fill jobs of the future are considered.

Psychology Today Omnibook of Personal Development, The. Katinka Matson. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1977. 500 pp. $5.95. This book offers a comprehensive discussion of recent trends in the human potential movement. Nearly every major category of spiritual, metaphysical, psychological, and physical development is included. Bibliographic references are provided at the end of each essay.

Recreation Leadership. Maryhelen Vannier. Lea and Febiger, 600 Washington Sq., Philadelphia, PA 19106. 1977. 387 pp. $12.50. This book offers leadership techniques and teaching methods useful

for conducting recreation programs in community centers, schools, industry, hospitals, and detention centers. It contains over 1000 program ideas for a wide range of activities including music, dramatics, arts and crafts, dance, nature and camping, sports, and social recreation. Included is a chapter devoted to techniques for teaching special groups such as teenagers, the aged, the handicapped, and the gifted.

Self-Assertion for Women: A Guide to Becoming Androgynous. Pamela E. Butler. Harper and Row Publishers, Inc., 10 E. 53rd St., New York, NY 10022. 1976. 307 pp. $8.95. This book shows women how to assert themselves without being aggressive, how to become "equalized" without being defeminized, and how to express themselves openly without fearing ridicule or guilt. It demonstrates ways to integrate verbal, nonverbal, and emotional behaviors to produce an effective assertive message. Emphasis is placed on self-assertion as a skill to be learned.

Sex and the American Teenager. Murray M. Kappelman. Reader's Digest Press. Distributed by: Thomas Y. Crowell Company, 666 5th Ave., New York, NY 10019. 1977. 292 pp. $8.95. This book is designed to help parents understand and accept adolescent sexuality. Information is given on contraception, teenage pregnancy and abortion, living-together relationships, alternate sexual styles, and ten most important qualities in parenting the sexual teenager. Included is a guide by chronological age to the adolescent's physical development and sexual practices.

Undergraduate Programs of Cooperative Education in the United States and Canada. (Fifth Edition). The Cooperative Education Research Center, Northeastern University, Boston, MA 02115. 1977. Unnumbered. Free. This pamphlet lists colleges and universities which offer educational programs designed to integrate classroom study with supervised experiences in various work situations. Cooperative education programs are designed to orient students to the world of work, help students clarify work goals, and provide earnings for students with limited finances. Schools are listed by state. Information is provided on curricula which have the cooperative plan, length of the cooperative work term, number of work terms provided by the program, and number of years required for the degree.

Universities and Colleges of Canada, 1976. Association of Universities and Colleges of Canada, 151 Slater, Ottawa, Canada K1P5N1. 1977. 581 pp. $9.00. This handbook contains information on sixty-eight universities and their affiliated colleges in Canada. Each entry describes the institution, its location, size, undergraduate and graduate admission requirements, programs of study, annual budget, available student financial assistance, extension programs, grading systems, and research institutes. The names of deans of faculties, directors of schools, department chairmen, and senior administrative officers are included.

What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career Changers. (Revised). Richard Nelson Bolles. Ten Speed Press, Box 7123, Berkeley, CA 94707. 1977. 233 pp. $4.95. This book offers practical step-by-step instructions on career planning and job-hunting. It is intended for everyone from high school students to the unemployed over forty. Included are exercises designed for self-discovery and resources for further information.

Volunteers in Child Abuse and Neglect Programs. National Center on Child Abuse and Neglect, P.O. Box 1182, Washington, DC 20013. 1977. 16 pp. Free. This booklet describes some of the most important aspects of the growing use of volunteers in treatment services for abused and neglected children and their families. Topics discussed include: nature and importance of volunteers, innovative roles of volunteers, and desirable qualities in volunteer personnel. Included is a list of child abuse programs which currently use volunteers.

Who's Hiring Who. Richard Lathrop. Ten Speed Press, Box 7123, Berkeley, CA 94707. 1977. 264 pp. $5.95. This book shows the new job seeker how to cope with today's job market. Topics discussed include: scouting the job market, preparing a qualifications brief, making the most of your military experience, writing effective cover letters, preparing for interviews, and making use of professional help. Included is a listing by occupation and location of new monthly openings.

Women's Continuing Education: A Selected Bibliography. Nancy W. Huang and CEW Library Staff, The University of Michigan Center for Continuing Education of Women, 328-330 Thompson St., Ann

Arbor, MI 48108. 1977. 41 pp. $2.50. This bibliography lists resource materials concerning issues involving women and education. Materials are listed under the following headings: women and higher education, continuing education of non-traditional students, continuing education of women, returning women students, institutional reforms and barriers, psychological and family barriers, and adult development and counseling.

Women at Their Work. Betty Lou English. The Dial Press, 1 Dag Hammarskjold Plaza, 245 E. 47th St., New York, NY 10017. 1977. 48 pp. $6.95. This book consists of interviews with twenty-one women who are involved in a variety of careers. Each woman explains her job and shares her feelings about what she is doing. Photographs of these women at work are included.

You're Not too Old to Have a Baby. Jane Price. Farrar, Straus and Giroux, Inc., 19 Union Square W., New York, NY 10003. 1977. 147 pp. $7.95. This book cites a rising trend toward first pregnancies after thirty and analyzes its effects on the baby, parents, family unit, and society. The author uses the latest medical and psychological findings, as well as numerous interviews with older parents, to examine the issues raised by late parenthood. Suggestions for further reading are included.

GUIDANCE ADMINISTRATION AND PROCEDURES

A-B-C's of Parliamentary Procedure, The. Channing L. Bete Company, Inc., 45 Federal St., Greenfield, MA 01301. 1977. 15 pp. 50 cents. This booklet is designed to familiarize members of an organization with the basics of parliamentary procedure. Information is provided on types of motions, how to present a motion, and the method of voting on a motion. Included is a glossary of frequently used terms.

Activities for the Aged and Infirm: A Handbook for the Untrained Worker. Toni Merrill. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 372 pp. $12.75. This book is designed for people interested in the care of residents of nursing homes and patients in hospitals. It consists of an exchange of ideas, procedures, and aids from recreation programs in Wisconsin sponsored by a variety of public and private agencies, organizations, and community groups. Included are over two hundred activities for the aged, visually handicapped, and wheelchair bound patient.

Administrative and Supervisory Evaluation. AASA Executive Handbook Series, Vol. IX. American Association of School Administrators, 1801 N. Moore St., Arlington, VA 22209. 1977. 76 pp. $2.50. This book tells how administrators and supervisors of a school system can evaluate the administrative personnel in their system. The program described here had its origin more than two decades ago in the middle and upper executive levels of business and government. It is designed to promote on-the-job growth and performance improvement.

Adult Literacy Education in the United States. Wanda Dauksza Cook. International Reading Association, 800 Barksdale Rd., Newark, DE 19711. 1977. 149 pp. $3.00 (members); $4.50 (non-members). This book is an historical survey of the methods and reasons for adult literacy education in the United States since 1900. It deals with social climate, statistics, legislation, programs, professional activities, and methods and materials. A look at future prospects is included.

Basic Processes in Adult Developmental Psychology. Merrill F. Elias, Penelope Kelly Elias, and Jeffrey W. Elias. The C.V. Mosby Company, 11830 Westline Industrial Dr., St. Louis, MO 63141. 1977. 336 pp. $13.95. This book describes experimental methods used in the study of adult developmental processes. It discusses important generalizations that have resulted from the application of these methods. Topics examined include: methods for life-span research, intelligence and aging, specific mental processes which decline or improve with age, learning, motivational changes, behavioral endocrinology and aging, and genetic and environmental interactions.

Breakthroughs in Union-Management Cooperation. Joseph A. Loflus and Beatrice Walfish (Eds.). Work in America Institute, Inc., 700 White Plains Rd., Scarsdale, NY 10583. 1977. 49 pp. $7.00. This report is based on a conference held in 1976 on union-management cooperation by the Work in America Institute and the National Center for Productivity

and Quality of Working Life. The conference was designed to provide both theoretical overviews and actual case study presentations from both management and union leaders in organizations currently applying cooperative programs. The papers presented demonstrate how it is possible for unions and companies to go beyond the labor contract without breaching its principles.

Careers for Today and Tomorrow. Counselor's Information Service, Special Supplement, Vol. 32, No. 4. B'nai B'rith Career and Counseling Services. Address on Masthead. 1977. 16 pp. $1.50. This article describes the effect which technological, educational, and psychological changes will have on the career outlook for the 1980's and beyond. Changes in the world of work are discussed in detail. Included is a listing of new jobs and new careers which may appear in the decades ahead.

Centers of Learning: Britain, France, Germany, United States. Joseph Ben-David. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1967. 208 pp. $12.50. This author discusses the current state of higher education throughout the world. Topics examined include: education for the professions, general higher education, research, social criticism, and furthering social justice and equality. An assessment of problems and challenges is made. Suggestions are given on how to meet the needs which centers of learning are expected to fulfill.

Cooperative Education: Vocational, Occupational, Career. Robert W. Stadt and Bill G. Gooch. The Bobbs-Merrill Company, Inc., 4300 W. 62nd St., Indianapolis, IN 46268. 1977. 384 pp. $9.95. This book discusses the concept of cooperative education in which the individual's career aspirations are the focus of the educational process. Emphasis is placed on integrating classroom and field experiences in a clear and comprehensive manner. These methods are intended for lesser than baccalaureate, career-oriented programs, but are applicable to programs at any level.

Computers: Auditing and Control. (Second Edition). Elsie G. Jancura (Ed.). Petrocelli/Charter, 641 Lexington Ave., New York, NY 10022. 1977. 525 pp. $17.95. This book serves as a source of current material for the professional established as an auditor, systems analyst, or manager. It is a collection of fifty-three articles which explore control problems that exist in computerized information systems. Included is a discussion of the special concerns and techniques associated with advanced systems and the use of contracted computer service and service bureaus.

Curriculum Changes Toward the Twenty-First Century. Harold G. Shane. National Education Association, 1201 16th St., N.W., Washington, DC 20036. 1977. 184 pp. $8.50 (cloth); $5.75 (paper). The author examines the responses of an international panel of educators to questions regarding the direction of education in the years to come. Topics discussed include projecting curriculum content for the future, expanding the school into the community, and personalizing education through new approaches to the learning center. Twenty eight premises to guide curriculum development are proposed.

Does Anybody Give a Damn? Nat Hentoff. Albert A. Knopf, Inc., 201 E. 50th St., New York, NY 10022. 1977. 245 pp. $8.95. The author focuses on teachers and principals in the public schools who refused to allow their students to give up on themselves. The diverse methods used to enable children to succeed are explored. Other areas of educational policy discussed include parental control of schools and use of corporal punishment in the classroom.

Guide to Seeking Funds from CETA, A. Women's Bureau, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. 1977. 24 pp. Free (single copy). This booklet is designed to assist individuals and groups in applying for funds under the Comprehensive Employment and Training Act (CETA). It gives information on who the prime sponsors are in the local offices and describes the steps to take in submitting a proposal to a prime sponsor. Included is a thumbnail sketch of CETA titles, the addresses of CETA State Manpower Services Councils, and sources of data that are necessary for preparing proposals to secure funding.

Higher Education and the Law: An Administrator's Overview. Vance T. Peterson (Ed.). The Center for the Study of Higher Education. The University of Toledo, Toledo, OH 43614. 1977. 133 pp. $4.00. This volume represents a compilation of papers presented at a 1976 workshop on the law in higher

education co-sponsored by the center for the Study of Higher Education and the College of Law of the University of Toledo. It provides an overview of issues in higher education that bear on the legal rights and responsibilities of institutions. Topics discussed include: personal liability of faculty members and administrators for injuries suffered by students and employees, faculty contracts, due process for students, and federal regulations involving discrimination.

Higher Education Opportunity: A Decade of Progress. Larry L. Leslie. The American Association for Higher Education, 1 Dupont Circle, Washington, DC 20036. 1977. 57 pp. $4.50. This report surveys the degree of progress made in the last ten years toward achieving the goals of student aid programs. An examination is made of the effect of student aid on enrollments by looking at the influence it has on the college attendance decisions of aid recipients. Extensive tabular data are included.

Higher Education Salary Evaluation Kit. Elizabeth L. Scott. American Association of University Professors, 1 Dupont Circle, Washington, DC 20036. 1977. 55 pp. Free (Single copy). $1.50 (additional). This kit is designed to assist faculty groups and administrators in flagging women and minority persons for whom there is apparent salary inequity. The recommended methods provide estimates of what the salary of the woman or minority faculty member would be if he or she were a white male with the same professional attributes and experience. Included is a comparison of results and costs of the suggested methods.

I Dreamed a College. Peter Sammartino. A. S. Barnes and Co., Inc., Forsgate Dr., Cranbury, NJ 08512. 1977. 172 pp. $9.95. This book describes the establishment of Fairleigh Dickinson University, one of the last of the large private universities to be established in the United States. It points out financial, mechanical, and administrative problems of college development. Misconceptions regarding higher education in the United States are discussed.

Implementation, Change, and the Federal Bureaucracy. Beryl A. Radin. Teachers College Press, Teachers College, Columbia University, 1234 Amsterdam Ave., New York, NY 10027. 1977. 239 pp. $8.95. This book examines the implementation of school desegration policies within the U.S. Department of Health, Education, and Welfare. It argues that the implementors of the desegregation policy chose a series of administrative tools that were inappropriate to the task. Questions are raised about the role of the federal bureaucracy in social change.

Key to Increased Productivity, The. Fred Rudge. The Bureau of National Affairs, Inc., Washington, DC 20037. 235 pp. $24.50. This manual is designed to help executives increase productivity of their organization. It gives examples of how to manage employees, unions, and all operational levels to the benefit of the company. Emphasis is placed on employee involvement in all facets of problem solving.

Model School District Media Program, A. John T. Gillespie. American Library Association, 50 E. Huron St., Chicago, IL 60611. 1977. 207 pp. $10.00. This book examines the district-wide media program of the Montgomery County public schools in Maryland. It offers a description of how the present services were developed in Montgomery County and how these services are currently administered. Emphasis is placed on information that is pertinent to district-wide media services rather than to individual schools.

"New Careers" Grows Older: A Perspective on the Paraprofessional Experience, 1965-1975. Robert Cohen. The Johns Hopkins University Press, Baltimore, MD 21218. 1977. 132 pp. $9.50 (cloth); $3.50 (paper). The author provides an assessment of the effectiveness of paraprofessional training programs as a vehicle for social reform and as a means of improving human services. He traces the development of these programs and examines how they have been affected by the stringent economic climate of the past few years. Emphasis is placed on such issues as recruitment, training, supervision, and mobility.

Open Admissions and the Academic Library. Patricia Senn Breivik. American Library Association, 50 E. Huron St., Chicago, IL 60611. 1977. 131 pp. $8.50. This book discusses responsibility of educators, and librarians in particular, in facing the diversity of problems encountered by disadvantaged students upon admission to the university environment. Emphasis is placed on the need to help these students improve their library research techniques. An examination is made of a controlled experiment done

at Brooklyn College in 1972 on the values of library-based instruction in the learning experiences of the disadvantaged.

Outreach University, The: A Case History in the Public Relationships of Higher Education. Clay Schoenfeld. Office of Inter-College Programs, University of Wisconsin-Madison, 433 N. Murray St., Madison, WI 53706. 1977. 13 pp. $10.00. This monograph examines policies and practices used by the University of Wisconsin Extension to create effective public relations. It demonstrates how University outreach programs provide campus educational skills to individuals and groups for use in meeting personal aspirations and in solving community problems. Included is an explanation of how the outreach program helps build public appreciation that keeps open the doors to research, free inquiry, and broad educational opportunities.

Practical Transactional Analysis in Management. James H. Morrison and John J. O'Hearne. Addison-Wesley Publishing Company, Inc., Reading, MA 01867. 1977. $6.50. 156 pp. This book is designed to help managers increase efficiency of workers through the application of Transactional Analysis. It provides easy to read and easy to apply concepts that deal with the everyday tasks of managers and supervisors. These techniques can be used either independently by the individual manager in his or her own self-development plan, or as a guide within a structured training program.

Profile of Higher Education in the South in 1985, A. David S. Spence. Southern Regional Education Board. 130 6th St., N.W., Atlanta, GA 30313. 1977. 34 pp. $1.50. This booklet reviews some of the trends occuring in higher education in the South today and examines how these current trends will be played out in 1985. Emphasis is placed on enrollment as the key factor in determining what most other things in higher education will look like. Detailed discussions are provided on both the volume and kind of students who may be attending college over the next decade.

Rural Poverty and the Policy Crisis. Robert O. Coppege and Carlton G. Davis (Eds.). Iowa State University Press, Ames, IA 50010. 1977. 220 pp. $9.50. This is an analysis of rural poverty and the role of educational and national programs in economic redistribution. The subject matter focuses on conceptual dimensions of poverty programs, the cost of rural poverty in the United States, alternative theoretical frameworks for viewing poverty, and institutional policies.

Student Activities in the Seventies. Ruth Long, Robert Buser, and Michael Jackson. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1977. 34 pp. $3.00. This booklet discusses results of the NASSP-Sponsored survey that queried administrators, activity sponsors, and students about their views concerning extracurricular activities. Subjects included range from the quality and effectiveness of student activities to selecting and compensating sponsors. Current challenges in this area are considered.

Success! Michael Korda. Random House, Inc., 201 E. 50th St., New York, NY 10022. 1977. 258 pp. $8.95. This book is designed to introduce the individual into the world of Machiavellian strategy and corporate gamesmanship. It offers techniques used by successful men and women in every profession and at every level of achievement. Included are suggestions on dressing for success, mastering the art of concentration, handling confrontations, and conducting successful negotiations.

Torch Lighters Revisted, The. Coleman Morrison and Mary C. Austin. International Reading Association, 800 Barksdale Rd., Newark, DE 19711. 1977. 94 pp. $4.50. This book discusses the results of a follow up study conducted in order to determine what changes have taken place in teacher preparatory programs. Questionnaires were used to discover if colleges of education have been following recommendations made in 1961 on techniques for preparing prospective teachers of reading. Included are recommendations for the future as determined by respondents to the questionnaire.

Unfinished Business, The: Twenty Years Later . . . U.S. Commission on Civil Rights. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1977. 221 pp. $4.00. This report to the U.S. Commission on Civil Rights by the State Advisory Committees identifies significant civil rights issues in each state and describes the current status of those issues in

their historical context. Civil rights issues discussed include: school desegregation, equal credit opportunity, equal pay for equal work, employment discrimination, bilingual-bicultural education, and discrimination in higher education. Emphasis is placed on the administration of justice, especially as it affects prison systems and police-community relations.

400+ Ways to Save Money in Your Schools. Ernest Schreiber. Educational Impact, Inc., Box 355, Blackwood, NJ 08012. 1977. 100 pp. $9.95. This book offers hundreds of practical tips designed to help school officials cut costs without diminishing educational quality. The author, a county superintendent of schools, shares ideas that have worked for him and 200 other school superintendents who contributed money-saving suggestions. Topics discussed include: construction, maintenance, vandalism, equipment, textbooks, printing, heating, use of volunteers, and time use.

Women and Minorities in Administration of Higher Education Institutions: Employment Patterns and Salary Comparisons. Carol Van Alstyne and Julie S. Withers. College and University Personnel Association, 1 Dupont Circle Washington, DC 20036. 1977. 95 pp. $4.00 (members); $7.00 (non-members). This study is a comparison of the employment patterns and salary levels of women and minorities with those of white males. It includes data on women in different institutional settings and tries to document employment and salary discrepancies. The study highlights changes needed to achieve equal employment in higher education.

Women: The New Criminals. Richard Deming. Thomas Nelson, Inc., 407 7th Ave., S. Nashville, TN 37203. 1977. 191 pp. $6.95. The changing pattern of female criminality is examined. Causes of its rise, different types of female criminals, and women in prison are some of the topics discussed.

Work Evaluation and Adjustment: An Annotated Bibliography, 1976 Supplement. Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, Menomonie, WI 54751. 1977. Un-numbered. $1.50. This bibliography describes literature published in 1976 on work evaluation and adjustment. Over 140 entries are included and a grant identification number is given for projects which received support from government agencies. Author and subject indexes are included to aid the user.

STUDENT AIDS

Amelia Earhart Fellowship Awards, The. Zonta International, 59 E. Van Buren St., Chicago, IL 60605. 1977. Un-numbered. Free. This announcement provides information on grants of $4,000 awarded annually to women for graduate work in aerospace related sciences and engineering. Details are given on qualifications, administration of awards, and procedure for application.

American Academy In Rome: Rome Prize Fellowships. 41 E. 65th St., New York, NY 10021. 1977. Un-numbered. Free. This announcement describes fellowships offered by the American Academy in Rome to artists and scholars prepared to do independent work. The purpose of the Academy is to provide facilities for a small community of people to pursue their creative work and research. Information is provided on the nature of fellowships, amount of financial aid offered, and procedure for application.

Announcement of National Research Service Awards for Institutional Grants. National Institutes of Health, Bethesda, MD 20014. 1977. 9 pp. Free. This announcement is a guide for grants and contracts sponsored by NIH. Information concerning application, eligibility, and a list of the NIH programs available are included. All NIH research programs listed include a name and telephone number to contact for further information.

Architecture + Environmental Arts Program. National Endowment for the Arts, Washington, DC 20506. 1977. 37 pp. Free. This pamphlet describes grants available in the areas of architecture, urban design, city and regional planning, interior design, fashion design and other recognized design professions. Information is provided on categories of funding, procedure for submitting applications, and application deadlines.

ASCAP-Deems Taylor Awards For Writing On Music. American Society of Composers, Authors and Publishers, 1 Lincoln Plaza, New York, NY 10023. 1977. Un-numbered. Free. This announcement

describes cash prizes awarded for non-fiction prose written about music and/or its creators. Any works published anywhere in the United States in English during the calendar year 1977 will be eligible. Details on submitting entries are provided.

Composer/Librettist Fellowships. National Endowment for the Arts, Washington, DC 20506. 1977. 18 pp. Free. This booklet describes grants intended to encourage the creation of new musical works and to aid in the career development of composers and librettists. Information is provided on categories of support, eligibility, limitations of the program, and procedure for application. Included are details on the United States/United Kingdom Bicentennial Exchange Fellowships.

Century III Leaders Scholarship Program. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1977. Unnumbered. Free. This announcement describes a scholarship program designed to encourage high school seniors to assume leadership roles. The scholarship consists of cash awards and an expense paid trip to Colonial Williamsburg, VA. Information is provided on eligibility requirements, application procedures, and method of selecting winners.

Educational Scholarship Guide for Vietnam POW/MIA/KIA Dependents. Evelyn Grubb. Department of the Army. Available from: Evelyn Grubb, 1 Locksley Court, Silver Spring, MD 20904. 1977. 62 pp. Free (single copy; limited supply). Booklet provides information for dependents of persons killed, disabled, prisoners of war or missing in action while in military service during the Vietnam War who are interested in financial assistance while pursuing post-secondary education. State law provisions, V.A. educational benefits, private scholarships and grants, facts and forms of assistance in applying for financial aid, and a listing of further resources on financial assistance are included.

Financial Assistance For Library Education, 1977-78. American Library Association, 50 E. Huron St., Chicago, IL 60611. 1977. 81 pp. 50 cents. This is an annually revised list of awards from state library agencies, national and state library associations, local libraries, and academic institutions offering undergraduate or graduate programs in education. Associations, foundations, and other agencies known to grant financial assistance for library education are included.

James B. Duke Fellowships. Duke University, Center for Commonwealth and Comparative Studies, Durham, NC 27706. 1977. Un-numbered. Free. This announcement describes fellowships awarded to graduate students for study at Duke University commencing with the 1978-79 academic year. Information is provided on amounts of stipend, eligibility requirements, and application procedure. Applicants must have completed one year of study at a university or college in a Commonwealth country.

Kennedy Interns in Recreation. Special Olympics, Inc. 1701 K St., N.W., Suite 203, Washington, DC 20006. 1977. Un-numbered. Free. A description is given of grants awarded to provide recreation training for mentally retarded men and women who have demonstrated interest in sports and recreation through participation in Special Olympics. Information is provided on eligibility, training, and job placement.

Mary Putnam Jacobi Fellowship, The. The Mary Putnam Jacobi Fellowship Committee of the Women's Medical Association of the City of New York, 1300 York Ave., New York, NY 10021. 1977. Un-numbered. Free. This announcement describes financial aid given for medical research, clinical investigation, or postgraduate study in a special field of medicine. Information is provided on amount of aid, requirements, and application procedure.

National Endowment for the Arts: Goals and Grants. Available from: National Endowment for the Arts, 2401 E St., N.W., Washington, DC 20506. 1976. 29 pp. Free. This booklet describes briefly the purpose, organization, funding and grant process of the National Endowment for the Arts. It also contains a list of grant programs with succinct definitions of what those programs offer. Sources of further information on applications and programs are included.

National Gallery Of Art Fellowships, The. National Gallery of Art, Washington, DC 20565. 1977. Unnumbered. Free. This announcement describes the annual program of graduate fellowships in the History of Art for the academic year 1978-79. Application is

open to Ph.D. candidates in any field of Western art history, who have finished all of their course work and have devoted at least one full year's research to their proposed dissertation topic. Information on application procedures is provided.

New Jersey Academy of Science Research Grants-In-Aid. Mr. Harry G. Wiitsee. Science Division, Gloucester County College, Sewell, NJ 08080. 1977. Un-numbered. Free. This announcement describes grants-in-aid awarded to New Jersey high school students who plan to carry out a research project. Awards are to be used for the purchase of equipment and supplies needed for the research project. Information is provided on the amount of grant, eligibility, and application procedures.

Scholarships, Fellowships and Loans: Volume VI. S. Norman Feingold and Marie Feingold. Bellman Publishing Company, P.O. Box 164, Arlington, MA 02174. 1977. 514 pp. $45.00. This volume provides information about one billion dollars awarded annually in scholarships, loans, fellowships, grants, and awards that are not controlled by individual colleges or universities. Over 850 fund descriptions are categorized into more than 200 different vocational goals. Each entry offers information on qualifications, funds available, purpose of award, method of applying, and background that individualizes specific awards. Vocational Goals Index is included to provide, at a glance, specific qualifications and limitations of awards.

Selected List of Postsecondary Education Opportunities for Minorities and Women. U.S. Department of Health, Education, and Welfare, Office of Education, Bureau of Postsecondary Education, Washington, DC 20202. 1977. 45 pp. Free (single copy). This brochure provides information on specific loan, scholarship, and fellowship opportunities for minorities and women pursuing education and career goals. Financial aids available in selected fields of study are listed and details are provided on purpose of fund, eligibility requirements, amount of aid, and procedure for application.

AIDS FOR THE TEACHER

Early Childhood Education: Issues and Insights. Bernard Spodek and Herbert J. Walberg (Eds.). McCutchan Publishing Corporation, 2526 Grove St., Berkeley, CA 94704. 1977. 189 pp. $10.75. This book evaluates developments in early childhood education over the past ten years. Written by specialists in the field of early childhood education, each chapter outlines a conceptual view that is broad and flexible. General issues and concerns are integrated throughout the entire volume.

Education, Change, and Society: A Sociology of Canadian Education. Richard A. Carlton, Louise A. Colley, and Neil J. MacKinnon (Eds.). Gage Educational Publishing Ltd., Toronto, Canada. 1977. 530 pp. $8.95. This anthology is written by Canadian educators on topics ranging from trends in education to the specific role of the teacher in ecological or social training. The essays represent a variety of opinions on problems and solutions for contemporary educators. Change is dealt with both on the macrocosmic and microcosmic levels.

Educators Guide To Free Audio And Visual Materials. (Twenty-fourth Edition). James L. Berger (Ed.). Educators Progress Service, Inc., Randolph, WI 53956. 1977. 234 pp. $10.50. This guide is designed to help teachers and librarians select current and relevant materials which encourage students to inquire, discover, and be creative. It includes listings of free audiotapes, videotapes, scripts, and audiodiscs. Information is given on the nature and content of each entry, on suggested ways to use the materials, and on terms and conditions of the use of each.

Educators Guide to Free Science Materials. (Eighteenth Edition). Educators Progress Service, Inc., Randolph, WI 53956. 1977. 73 pp. $11.25. This volume lists, classifies, and provides information on 1,967 free educational materials. It describes book, cassettes, and films on scientific topics from energy-conservation to microbiology. It can be used as sourcebook for pertinent multimedia resources for teachers, students, or individuals interested in scientific issues.

Feminist Resources for Schools and Colleges: A Guide to Curricular Materials. (Revised). Merle Froschl and Jane Williamson (Eds.). The Feminist Press, Box 334, Old Westbury, NY 11568. 1977. 67 pp. $1.95 (include 75 cents for postage). This annotated bibliography of nonsexist books,

pamphlets, and articles is designed for teachers from preschool through higher education. It is intended to offer insight into the ways in which sexism is institutionalized in elementary and secondary schools. Information on how to locate materials with which to create a nonsexist curriculum is provided.

Grading. James A. Bellanca. National Education Association, 1201 16th St., N.W., Washington, DC 20036. 1977. 96 pp. $8.00 (cloth); $4.75 (paper). This monograph discusses the traditional system of grading used in educational settings. Myths and hazards of the grading system are explored and alternatives are suggested. An appendix with sample forms for reporting is provided.

Hyperactive Child in the Classroom, The. Frank P. Alabiso and James C. Hansen. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 325 pp. $15.75. This book integrates medical, psychological, and educational knowledge about hyperactivity for the classroom teacher. It discusses causes, diagnosis, characteristics, and treatment of hyperactivity. Suggestions are offered on how to manage the hyperactive child in the classroom.

Informal Diagnostic Assessment of Children. Theodore S. Fremont, David M. Seifert, and John H. Wilson. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 158 pp. $11.75. This volume serves as a basic resource for the identification of children with learning and behavioral problems. The authors explore developmental and neurological milestones of the child so that onset and etiology of a disorder can be traced. Emphasis is placed on making diagnoses without the use of formal psychological or educational devices.

Minicourses. William Ray Heitzmann. National Education Association, 1201 16th St., N.W., Washington, DC 20036. 1977. 120 pp. $6.15 (cloth); $3.75 (paper). This monograph offers a discussion of the minicourse movement, as well as practical step-by-step guidance for teachers in the planning and implementation of minicourse curricula. Two minicourse models give teachers complete resource lists, as well as detailed instructions for setting up mini courses in their classroom. Suggestions are given on developing course objectives, organizing students in various groupings, allocating time and space, balancing observation and study activities, and evaluating effectiveness of the courses.

Philosophy in the Classroom. Universal Diversified Services, Inc., West Caldwell, NJ 07006. 1977. 177 pp. $4.00. The author presents a clear philosophical approach to learning that probes the student's ability to reason, create, and find meaning in his lessons. The book suggests teaching methods and techniques that make use of basic philosophic discoveries. It finally deals with moral issues and their relevance to teaching philosophically.

Physical Education: The Behavior Modification Approach. Robert J. Presbie and Paul L. Brown. National Education Association, 1201 16th St., N.W., Washington, DC 20036. 1977. 122 pp. $6.30 (cloth); $3.85 (paper). A discussion is given of behavior modification and how it can be used to implement a physical education curriculum. Basic steps involved are discussed in detail and examples are provided. A listing of selected research references is included.

Social Context of Learning and Development, The. John C. Glidewell (Ed.). Gardner Press, Inc., 32 Washington Sq., West, New York, NY 10011. 1977. 239 pp. $18.95. This book addresses a wide variety of social forces that influence the development and learning of children from infancy to college age. Topics discussed include: designs of classrooms, social constraints on teachers, modalities of stimuli, cognitive styles of parents, the organization of schools, and the social structure of helping sub-systems. Emphasis is placed on the circular processes of influences between children and social contexts.

Your Guide For Teaching Money Management. Money Management Institute, Household Finance Corporation, Prudential Plaza, Chicago, IL 60601. 1977. 40 pp. 50 cents. This guide is suitable for use with groups of all different ages, income and ability levels. It emphasizes economic concepts for consumers including money management, consumer purchasing decisions, consumer credit, savings, insurance and investments, and consumer rights and responsibilities. Student learning experiences with follow-up discussion questions are included.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

1976 Annual Report. Educational Testing Service, Princeton, NJ 08540. 25 pp. Free. This booklet describes goals and accomplishments of the Educational Testing Service. It stresses the individual in education and the role of administrators and teachers in creating an atmosphere conducive to his or her growth. Recent services of the ETS such as testing for continuing education programs or guidance by computer are discussed.

Composition of College and University Governing Boards. Irene L. Gomberg and Frank J. Atelsek. Higher Education Panel, American Council on Education, 1 Dupont Circle, Washington, DC 20036. 1977. 21 pp. Free. This survey was conducted in order to determine the extent to which governing boards have become more diverse and more broadly representative of the communities and institutions they serve. Results of the survey are discussed in detail. A sample of the survey instrument is included.

Continuing Saga of Institutes and Centers, The. Renee C. Friedman. Center for the Study of Higher Education, The Pennsylvania State University, University Park, PA 16802. 1977. 42 pp. Free. This pamphlet explores growth and development of institutes and centers in American colleges and universities. It contains historical and well-documented information on the creation and continuance of institutions, centers, and research programs within the schools. The pros and cons of institutes and centers in the educational process are discussed.

Directory of National Information Sources on Handicapping Conditions and Related Services. Office for Handicapped Individuals, Department of Health, Education, & Welfare, Washington, DC 20201. 1976. 405 pp. Free (single copy). This booklet provides a complete list of national organizations for the handicapped as well as a list of federal information sources. The scope of activities, services rendered, and the handicapping conditions served are described for each organization. Information necessary to contact each organization is included.

Federal Support to Universities, Colleges, and Selected Nonprofit Institutions, Fiscal Year 1975. National Science Foundation, 1800 G St., N.W., Washington, DC 20550. 1977. 75 pp. Free. This pamphlet contains a recent survey of federal support to universities, colleges, and non-profit institutions. It is replete with diagrams and graphs documenting the distribution of funds. Also includes an appendix with technical notes and a list of statistical tables and a summary table.

Frontiers of Science. National Science Foundation, 1800 G St., N.W., Washington, DC 20550. 1977. 226 pp. Free. This booklet is a sampling of reports from MOSAIC, the bi-monthly magazine of the National Science Foundation. It includes articles under the general topics of environmental sciences, physical sciences, biological sciences, social sciences, science education and problem-focused science. The articles reflect current issues, attitudes and problems of the scientific community.

Industry-Education Collaborative Efforts in Youth Employment. Donald M. Clark. National Commission for Manpower Policy, 1522 K St., N.W., Washington, DC 20005. 1977. 14 pp. Free. This article focuses on the need to provide students with experiences that relate to the world of work. Changes in the marketplace which have had an impact on the employment situation for youth are reviewed. Included is a discussion of the development of industry-education collaborative efforts to prepare youth for employment.

Selected Project Descriptions. National Endowment for the Humanities, 806 15th St., N.W., Washington, DC 20506. 1977. 99 pp. Free. This pamphlet contains a description of the activities promoted by the National Endowment for the Humanities. It covers the Higher Project Grants, which support imaginative approaches to humanities education, and Institutional Grants, which try to strengthen the humanities in a particular academic community. Recent programs and projects of the National Endowment for the Humanities are documented, as well as contacts for further information.

Training Resources '77 Featuring ASTD Consultant Directory. Thomas Blodgett Associates Inc., 930 Park Ave., New York, NY 10028. 1977. 23 pp. Free. This directory issued by The American Society for Training and Development lists consultants who can best serve the needs of Society member organizations. Power and oil companies as well as banks, and major

trusts have contacts listed in this booklet. The booklet is replete with names and addresses to meet management, public relations, marketing, and other business skills.

Trustees, Officers and Committees. Administrative and Supervisory Personnel of Accredited Schools. National Home Study Council, 1601 18th St., N.W., Washington, DC 20009. 1977. Un-numbered. Free. This booklet is a list of the National Home Study Council trustees, officers, and committees for the 1977-1978 year. The booklet also includes names of N.H.S.C. member school administrative and supervisory personnel, lists of those who have received N.H.S.C. honors and awards. It provides the dates of major committee meetings, workshops, conferences and seminars.

Unfulfilled Promise of Educational Innovation, The. American Institutes for Research in the Behavioral Sciences, P.O. Box 1113, 1791 Arastradero Rd., Palo Alto, CA 94302. 1977. 22 pp. $1.67. This booklet contains findings and conclusions on a study of new programs implemented in schools with innovative emphasis. Project LONGSTEP (the Longitudinal Study of Educational Practices) was used in conjunction with the study, and findings from LONGSTEP are documented and analyzed. Overall conclusions and implications are drawn from the data and from inferences into educational standards.

ADULT EDUCATION AND THE AGING

Activities for the Aged and Infirm: A Handbook for the Untrained Worker. Toni Merrill, Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 372 pp. $12.75. This book is designed for people interested in the care of residents of nursing homes and patients in hospitals. It consists of an exchange of ideas, procedures, and aids from recreation programs in Wisconsin sponsored by a variety of public and private agencies, organizations, and community groups. Included are over two hundred activities for the aged, visually handicapped, and wheelchair bound patient.

Aging and Mental Health: Positive Psychosocial Approaches. (Second Edition). Robert N. Butler and Myrna I. Lewis. The C.V. Mosby Company, 11830 Westline Industrial Dr., St. Louis, MO 63141. 1977. 365 pp. $8.50. This book focuses on the need for society to approach aging affirmatively. It emphasizes the importance, both for the older person and for society, of continued involvement in life. The "losses" that older persons experience are discussed in relation to how they can contribute to the strengthening rather than the deterioration of mental health in old age.

Avocational Counseling for the Elderly. Robert P. Overs, Sharon Taylor, Elizabeth Cassell, and Miriam Chernov. Avocational Counseling Research, Inc., Box 267, Sussex, WI. 53089. 1977. 107 pp. Free. This monograph discusses a project designed to help older people lead more meaningful lives. A description is given of techniques used to assist the elderly in clarifying their needs and in finding specific avocational opportunities in the community which will meet these needs. An evaluation of the impact of avocational counseling is included.

Basic Processes in Adult Developmental Psychology. Merrill F. Elias, Penelope Kelly Elias, and Jeffrey W. Elias. The C.V. Mosby Company, 11830 Westline Industrial Dr., St. Louis, MO 63141. 1977. 336 pp. $13.95. This book describes experimental methods used in the study of adult developmental processes. It discusses important generalizations that have resulted from the application of these methods. Topics examined include: methods for life-span research, intelligence and aging, specific mental processes which decline or improve with age, learning, motivational changes, behavioral endocrinology and aging, and genetic and environmental interactions.

College and University Services for Older Adults. American Council on Education. Available from: Higher Education Panel, American Council on Education, 1 Dupont Cir., Washington, DC 20036. 1977. 18 pp. Free. This is a survey designed to provide an overview of services currently being offered to older adults by institutions of higher education. Plans for increasing such services are described. Statistical tables are included.

Guide to Fitness After Fifty. Raymond Harris and Lawrence J. Frankel (Eds.). Plenum Press, 227 W. 17th St., New York, NY 10011. 1977. 356 pp. $24.50. This book describes results of research and practice in promoting individual and group physical activity programs for the aging. Detailed discussions

are presented on topics dealing with exercises and aging, evaluation and physiology of exercise, motivation and planning, and practical exercise and relaxation programs. Emphasis is placed on exercise as a major factor contributing to health.

Handbook of the Biology of Aging. Caleb E. Finch and Leonard Hayflick (Eds.). Van Nostrand Reinhold Company, 450 W. 33rd St., New York, NY 10001. 1977. 771 pp. $32.50. This book explores varieties of aging changes shown by humans and other mammalian species. It covers aging from a biological and evolutionary point of view and stresses relevance of animal models to studies of human aging. Changes at molecular, cellular, physiological, and organismic levels are examined.

Retirement Threat, The. Tony Lamb and Dave Duffy. J.P. Tarcher, Inc., 9110 Sunset Blvd., Los Angeles, CA 90069. 1977. 177 pp. $7.95. This book is designed to help young, middle-aged, and older people plan for their future comfort. Topics discussed include: Social Security, Medicare, maintaining an adequate standard of living during retirement, and preparing to compete in the limited job market for the retired. Emphasis is placed on regaining political and economic power after retirement.

So You Want to go Back to School: Facing the Realities of Reentry. Elinor Lenz and Marjorie Hansen Shaevitz. McGraw-Hill Book Company, 1221 Ave. of the Americas, New York, NY 10020. 1977. 252 pp. $4.95. This book addresses itself to adults who are entering or reentering the college scene. It provides guidance on a broad spectrum of needs, from how to study for entrance exams and write term papers to the care and handling of personal relationships. Emphasis is placed upon the importance of interviews with counselors, admissions officers, educational psychologists, adult educators, and older students.

HANDICAPPED AND REHABILITATION COUNSELING

Approaches to Vocal Rehabilitation. Morton Cooper and Marcia Hartung Cooper (Eds.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 407 pp. $21.75. This text covers a wide range of types of voice therapy, emphasizing practical techniques based on research and clinical experience. It is designed to be used with clients in public schools, university clinics, hospital centers, and private practice. Traditional and nontraditional approaches are combined in treatment methods useful for functional and organic dysphonics.

Complete Marketing Manual for Sheltered Workshops, The. Edward A. Malone, Jr., E. A. Malone Associates, Inc., Box 413, Westwood, NJ 07675. 1977. 141 pp. $35.00 (include 75 cents for postage and handling). This manual is a practical "how to" guide designed to help promote full employment for handicapped clients. Information is provided on all aspects of workshop marketing, from establishing the marketing department to opening multimarket opportunities. Emphasis is placed on establishing long-term contracts for clients.

Directory of National Information Sources on Handicapping Conditions and Related Services. Office for Handicapped Individuals, Department of Health, Education, and Welfare, Washington, DC 20201. 1976. 405 pp. Free (single copy). This booklet provides a complete list of national organizations for the handicapped as well as a list of federal information sources. The scope of activities, services rendered, and the handicapping conditions served are described for each organization. Information necessary to contact each organization is included.

Habilitation of the Handicapped: New Dimensions in Programs for the Developmentally Disabled. Marvin Rosen, Gerald R. Clark, and Marvin S. Kivitz. University Park Press, Chamber of Commerce Bldg., Baltimore, MD 21201. 1977. 371 pp. $18.50. This book is intended primarily for the rehabilitation specialist, the rehabilitation student, and others working with the mentally retarded. It focuses on emotional and personality factors that influence behavior of the retarded. Emphasis is placed upon designing programs which maximize the individual's potential for learning and development.

Help for the Hard-of-Hearing. Olaf Haug and Scott Haug. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 126 pp. $9.50 (cloth); $5.95 (paper). This text provides a practical home training program for development of speech reading and auditory training skills that will

help the hard-of-hearing achieve maximum benefit from a hearing aid. Detailed instructions are given to the normal-hearing speaker on how to make understanding easier for the hard-of-hearing. Appendices provide additional sources of help and information.

Learning Disabled Child, The. J. Jeffries McWhirter. Research Press Company, 2612 N. Mattis Ave., Champaign, IL 61820. 1977. 222 pp. $5.95. This book is designed to bring the school and home in closer alliance in their efforts to help the learning disabled child. A description is provided of learning disabilities of the three sensory modalities. Material, procedures, and games useful in correcting these problems are suggested. Included is information intended to help the counselor or psychologist in his or her consultant role.

Mainstreaming: With Special Emphasis on the Educable Mentally Retarded. Marjorie Watson. National Education Association. 1201 16th St., N.W., Washington, DC 20036. 1977. 80 pp. $4.00. This study is designed to help teachers cope with problems that may arise in a class that includes both retarded and nonretarded students. Causes and characteristics of retardation are detailed. Methods that have been successful in teaching retarded students in the public schools are described.

New Dimensions in Mental Health: Responsible Community Care of Former Mental Hospital Patients. U.S. Department of Health, Education, and Welfare. Available from: Public Inquiries, National Institute of Mental Health, 5600 Fishers Lane, Rockville, MD 20857. 1977. 5 pp. Free. This pamphlet discusses a NIMH-sponsored program designed to provide professionals on the staffs of community mental health centers with new rehabilitative techniques for ex-mental hospital patients. The training is done at Fountain House in New York where severely disabled psychiatric patients are helped to become functioning members of society. Emphasis is placed on development of a special community in which patients learn step by step to adapt to community life, to earn their own living, and to face day-to-day problems.

Orthomolecular Approach to Learning Disabilities, The. Allan Cott. Academic Therapy Publications, P.O. Box 899, 1539 4th St., San Rafael, CA 94901. 1977. 76 pp. $3.50. The author believes that hyperactivity, dyspraxia, and other learning disabilities have organic causes which can be traced to improper diet. He examines the effects of vitamins, trace minerals, and complex molecules as they relate to brain development and the body's neurological mechanism. Emphasis is placed on the importance of food intake and on the use of vitamin supplements in maintaining the proper chemical balance in the body.

Problem of Stuttering, The: Theory and Therapy. R. W. Rieber (Ed.). Elsevier North-Holand, Inc., 52 Vanderbilt Ave., New York, NY 10017. 1977. 221 pp. $12.95. This volume offers representative contemporary approaches to theory and therapy of stuttering with emphasis on the person rather than the handicap. It includes lectures, diagrams, and essays on the reasons for stuttering, and techniques and devices to alleviate it.

Providing Programs for the Gifted Handicapped. C. June Maker. The Council for Exceptional Children, 1920 Association Dr., Reston, VA 22091. 1977. 171 pp. $6.50. This book examines the neglected potential of the handicapped. Based on interviews with handicapped gifted individuals, specific suggestions are presented for conducting effective programs. A resource section listing programs, schools, agencies, and publications is included.

Structured Guide for Selecting Training Materials in Adjustment Services, A. Tom Esser. Materials Development Center, Stout Vocational Rehabilitation Institute, University of Wisconsin-Stout, Menomonie, WI 54751. 1977. 37 pp. $1.50. This booklet describes materials available for counselors working in adjustment services. It provides an introductory unit on the adjustment services concept in order to help adjustment personnel identify their information and training needs. Materials are listed under the following categories: behavior observation and identification, developing individualized adjustment plans, implementing adjustment services and techniques, program-monitoring and record keeping, and program evaluation.

Writing Long-Term and Short-Term Objectives: A Painless Approach. Duane G. Thompson. Research Press Company, 2612 N. Mattis Ave., Champaign, IL 61820. 1977. 87 pp. $3.95. This manual is designed to help educators plan, implement, and evaluate

individual instruction for the handicapped. It provides a practical approach for formulating both long-term and short-term behavioral objectives. Methods used have been revised on the basis of field testing.

THE COUNSELOR'S BOOKSHELF

Alternatives to Alcohol Abuse: A Social Learning Model. Peter M. Miller and Marie A. Mastria. Research Press Company, 2612 N. Mattis Ave., Champaign, IL 61820. 1977. 190 pp. $6.95. This book is designed for therapists and counselors who are treating alcoholics in mental health centers, hospitals, alcoholism treatment centers, and half-way houses. It is a basic "how-to-do-it" handbook based on social learning theory. Techniques are described which offer the counselor a structured, problem-oriented approach to clients.

Behind Bars: Prisons in America. Richard Kwartler (Ed.). Vintage Books. Distributed by: Random House, Inc. 201 E. 50th St., New York, NY 10022. 1977. $3.95. 178 pp. This book is based primarily on material from *Corrections Magazine*, the first publication devoted exclusively to prison systems in all fifty states. It gives an overview of the American prison system and describes community alternatives. The original material appeared in *Corrections Magazine* between September 1974 and June 1976.

Beyond Control: Status Offenders in the Juvenile Court. Lee E. Teitelbaum and Aidan R. Gough (Eds.). Ballinger Publishing Company, 17 Dunster St., Harvard Sq., Cambridge, MA 02138. 1977. 330 pp. $17.50. This book examines current procedures used by juvenile courts in dealing with young people classed as "Persons in Need of Supervision" (PINS). It explores nature, extent, and effectiveness of juvenile court treatment of these cases. Proposals for maintenance, modifications, and elimination of PINS jurisdiction are provided.

Black Workers in White Unions: Job Discrimination in the United States. William B. Gould. Cornell University Press, 124 Roberts Pl., Ithaca, NY 14850. 1977. 506 pp. $20.00. This book provides an account of the gains and losses in the fight against job discrimination in the United States. Emphasis is placed on the impact of union practices. Areas of discrimination discussed include: hiring, promotion, transfer, seniority, and lack of representation in leadership positions.

BT: Behavior Therapy. Spencer A. Rathus and Jeffrey S. Nevid. Doubleday and Company, Inc., Garden City, NJ 11530. 1977. $8.95. 314 pp. This book provides an overview of Behavior Therapy and offers step-by-step strategies for breaking self-defeating habits. Topics discussed include the following: dealing with anxiety, reducing fears, combating insomnia, developing assertive behavior, achieving sexual fulfillment, breaking the cigarette habit, and losing weight. Emphasis is placed on making the client reponsible for his own life.

Children's Rights Movement, The. Beatrice Gross and Ronald Gross. (Eds.). Anchor Press/Doubleday, Garden City, NY 11530. 1977. 390 pp. $3.95. This collection includes articles by the most outspoken and respected figures in the growing movement to overcome oppression of young people. Topics discussed include: child abuse, how schools subjugate youth, citizen action for children, and a bill of rights for children. Included is a section listing sources of reading materials, information, and help for children and young people.

Counseling Techniques That Work. Wayne W. Dyer and John Vriend. Funk and Wagnalls. 10 E. 53rd St., New York, NY 10022. 1977. $9.95. 288 pp. This book presents counseling techniques which have been used successfully by the authors. Components of effective counseling are discussed and techniques for individual counseling, group counseling, and counselor training are provided. Included is a chapter on counseling techniques for the nonprofessional.

Cross-Cultural Learning and Self-Growth: Getting to Know Ourselves and Others. Mildred Sikkema and Agnes M. Niyekawa-Howard. International Association of Schools of Social Work, 345 E. 46th St., New York, NY 10017. 1977. 121 pp. $6.00. This book is a report of a field training project in social work education which emphasized learning to deal with cultural differences. Students from the School of Social Work of the University of Hawaii were sent to

Guam in order to learn and experience another culture. The book emphasizes the difference between an "intellectual" and an "emotional" understanding of people of different cultures.

Depression in Childhood: Diagnosis, Treatment, and Conceptual Models. Jay G. Schulterbrandt and Allen Raskin (Eds.). Raven Press, 1140 Ave. of the Americas, New York, NY 10036. 1977. 176 pp. $12.50 (cloth); $8.50 (paper). The essays in this volume are based on papers presented at a conference on childhood depression held in 1975 in Washington, DC by the National Institute of Mental Health. Topics discussed include: major symptoms of depression in childhood, the use of antidepressant drugs with children, and models used for conceptualizing depression in children. Guidelines for future research are included.

Drinking Driver, The. Barant F. Landstreet. Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 117 pp. $10.75. This book explains a recent approach started by the National Highway Traffic Safety Administration to develop new and more effective techniques for handling the drinker who drives. Topics discussed include: police procedures, police alcohol orientation, court procedures, classification of defendants by level of drinking, and the various educational and rehabilitation programs developed to change driver attitude and behavior. Local resources necessary to undertake such a project are detailed.

Emotional Flooding. Paul Olsen, et al. (Eds.). Penguin Books Inc., 7110 Ambassador Rd., Baltimore, MD 21207. 1977. 270 pp. $2.50. This collection of essays examines the psychotherapeutic technique of emotional flooding. Leading practitioners explain how this technique can produce positive and lasting results. Emotional flooding is discussed in relation to Gestalt therapy, Jungian therapy, Structural Integration, primal therapy, bioenergetic analysis, hypnotherapy, implosive therapy, psychodrama, and re-grief therapy.

Female Psychology: Contemporary Psychoanalytic Views. Harold P. Blum (Ed.). International Universities Press, Inc., 315 5th Ave., New York, NY 10016. 1977. 454 pp. $22.50. This collection of essays is a survey of female psychology from birth through maturity. Female values and aspirations, maternal attitudes and creative interests are discussed. Direct observational studies are included, as well as considerable clinical documentation.

Group Counseling. (Second Edition). Merle M. Ohlsen. Holt, Rinehart and Winston. 383 Madison Ave., New York, NY 10017. 1977. 305 pp. $9.95. This volume is designed to help prospective and practicing counselors improve their understanding of the therapeutic forces operating within a counseling group and to help them to manage these forces. Case studies are presented which illustrate the kinds of assistance needed by people, how people can be helped by professionals, and why professional organizations must act responsibly to insure that clients are helped rather than harmed. Emphasis is placed upon helping clients to take responsibility for themselves. The difficult and/or challenging client is discussed.

Handbook of Behavioral Assessment. Anthony R. Ciminero, Karen S. Calhoun, and Henry E. Adams. (Eds.). John Wiley and Sons, Inc., 605 3rd Ave., New York, NY 10016. 1977. 751 pp. $27.00. This book offers a comprehensive review of developments in the field of behavioral assessment. Critical issues in assessment, techniques used in behavioral assessment, and application of techniques to behavior problems are examined. Behavior problems discussed are in the areas of child development, addiction, anxiety, psychosis, sexual behavior, social skills and marital conflict and accord.

Homosexuality Re-Examined. D. J. West. University of Minnesota Press, Minneapolis, MN 55455. 1977. 359 pp. $20.00. The author provides a review of current knowledge about homosexuality. Topics discussed include: influences which determine sexual orientation, the place of homosexuals in society, social problems of homosexuals, medical and ethical issues posed by persons wanting to change their sexual habits, and the effect of the "Gay Liberation" movement. Continuing gaps in the understanding of human sexuality are highlighted.

Human Genetics. Norman V. Rothwell, Prentice-Hall Inc., Englewood Cliffs, NJ 07632. 1977. 429 pp. $14.95. This book is useful for persons concerned with communicating genetic information to community groups. It presents the major concepts

and problems of human genetics in a manner that can be readily understood by readers with little or no background in the subject. Genetic counseling is reviewed within the framework of a team counseling approach.

Human Sexuality: Contemporary Perspectives. (Second Edition). Eleanor S. Morrison and Vera Borosage (Eds.). Mayfield Publishing Company, 285 Hamilton Ave., Palo Alto, CA 94301. 1977. 504 pp. $7.50 (paper). This book explores psychosocial aspects of sexuality. The reader is encouraged to reflect on his or her own unique sexuality and to set values for personal behavior. Public issues discussed include: Abortion, rape, homosexuality, pornography, and changing male/female roles

Jealousy. Gordon Clanton and Lynn G. Smith (Eds.). Prentice-Hall, Inc., Englewood Cliffs, NJ 07632. 1977. 244 pp. $3.95 (United States); $4.50 (Canada). This collection of articles explores dynamics of jealousy within the context of the sexual revolution and the women's liberation movement. Ways in which childhood experiences can trigger jealous reactions in adults are discussed. Suggestions are given on how to modify jealous feelings and behaviors.

Kivie Kaplan: A Legend in His Own Time. S. Norman Feingold and William F. Silverman (Eds.). Union of American Hebrew Congregations, 838 5th Ave., New York, NY 10021. 1976. 258 pp. $8.95. This collection of reminiscences pays tribute to a man who was a leader in the civil rights movement and in the Jewish community. Chapters recalling contributions Kaplan made are written by family members and friends, including Roy Wilkins, Edward W. Brooke, James Farmer, and Harry Golden.

Leisure Counseling: An Aspect of Leisure Education. Arlin Epperson, Pete A. Witt, and Gerald Hitzhusen (Eds.). Charles C. Thomas, Publisher, 301-327 E. Lawrence Ave., Springfield, IL 62717. 1977. 377 pp. $18.00. This book is designed to aid counselors, therapists, and park and recreation personnel who want to help clients use their free time more effectively. Contributors believe that the rehabilitation process should include the use of leisure activities as a means of achieving self-expression and self-actualization. Approaches to leisure counseling explored include reality therapy, transactional analysis, Gestalt awareness, and assertiveness training.

Magic of Self-Actualization, The. R. C. Schafer, Behavioral Research Foundation, Sutherland Printing Company, Inc., 111 S. 4th St., Montezuma, IA 50171. 1977. 290 pp. $9.95. This book offers a practical discussion of why people think and act as they do in everyday situations, with emphasis on career environment. It is designed for individuals interested in the actualization of personal potential, group or staff leadership, group dynamics, and organizational behavior. Leadership techniques in motivation, communications, introspection, body language, problem solving, and goal achievement are provided.

New Career Options for Women: A Counselor's Sourcebook. Helen S. Farmer and Thomas E. Backer. Human Sciences Press, 72 5th Ave., New York, NY 10011. 1977. 349 pp. $16.95. This book is designed to offer counselors up-to-date counseling techniques that are useful in optimizing women's career choices. Information is provided on career opportunities for women in occupations formerly dominated by men, on legal rights of women in the world of work, and on current social science research on women in the work force. Special problems of target groups of women such as re-entry women, blacks, divorcees, and widows are covered.

New Ways to Better Marriages. Elizabeth Ogg. Public Affairs Committee, Inc., 381 Park Ave., S., New York, NY 10016. 1977. 28 pp. 50 cents. This pamphlet examines various marriage enrichment programs and explains how each attempts to help couples learn skills for coping with differences. Information is provided on costs of programs, training of program leaders, and long-range outcomes of marriage enrichment experiences. Also included is a resource list of organizations and sources of additional information.

Playing God. June Goodfield. Random House, Inc., 201 E. 50th St., New York, NY 10022. 1977. 218 pp. $8.95. The author takes a close look at the need to regulate research in the area of genetic engineering and manipulation of life. Emphasis is placed on the wider social context of genetic research and the dangers inherent in this work. Laymen are encouraged to understand and participate in the debate over these issues.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (Continuation of listing from last issue)

Area Trends In Employment and Unemployment. U.S. Department of Labor, Employment and Training Administration, Washington, DC 20213. Quarterly. Free.

Careers Tomorrow. World Future Society, 4916 St. Elmo Ave., (Bethesda) Washington, DC 20014. 6 issues. $6 per year (members); $9 (non-members).

Changing Times. The Kiplinger Washington Editors, Inc., Editors Park, MD 20782. Monthly. $9.00 per year.

Disabled USA. President's Committee on Employment of the Handicapped, Washington, DC 20210. Monthly. Free.

Drug Survival News. Do It Now Foundation, P.O. Box 5115, Phoenix, AZ 85010. Bi-monthly. $2.50 per year.

Educational Record. American Council on Education, 1 Dupont Cir., Washington, DC 20036. Quarterly. $14 per year.

Employment Counseling, Journal of. American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. Quarterly. $7 per year (members); $10 per year (non-members).

Futurist, The. World Future Society, P.O. Box 30369, Bethesda Branch, Washington, DC 20014. Bi-monthly. $15 per year, for individuals; $18 for libraries.

Higher Education and National Affairs. American Council on Education, 1 Dupont Cir., Washington, DC 20036. Weekly. $30 per year.

Human Communication Research. International Communication Association at Transaction, Inc., New Brunswick, NJ 08903. Quarterly. $15 per year.

Humanities. National Endowment for the Humanities, Washington, DC. 20506. 10 issues. Free.

Journal of Rehabilitation. National Rehabilitation Association, 1522 K. St., N.W. Washington, DC 20005. 5 issues. $10 per year.

Journal of Sex and Marital Therapy. Human Sciences Press, 72 5th Ave., New York, NY 10011. Quarterly. $15 per year (individuals); $35 per year (institutions).

JTA Weekly News Digest. Jewish Telegraphic Agency, Inc., 165 W. 46th St., New York, NY 10036. Weekly. $18 per year.

Link, The. Social Science Education Consortium, 855 Broadway, Boulder, CO 80302. 5 issues. $5 per year.

New Outlook. Postgraduate Center For Mental Health, 124 E. 28th St., New York, NY 10016. 10 issues. $2 per year.

Torch, The. National Federation of Jewish Men's Clubs, Inc., 1946 W. Hood, Chicago, IL 60660. Quarterly. $8 per year.

Peer Perspective. PEER, 1029 Vermont Ave., N.W., Washington, DC. 20005. Quarterly. Free.

Work - Education Exchange, The. Information Exchange Service, National Manpower Institute, 1211 Connecticut Ave., N.W., Washington, DC 20036. Quarterly. Free.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER